

**City of Fort Scott Small Business
Grant Incentive Program**

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Section 1- Program Goal

To promote entrepreneurship and economic growth by administering the City of Fort Scott Small Business Grant Incentive Program to qualified applicants that own an existing small business - twenty (20) or fewer employees - and are looking to retain, expand or start a new small business.

Section 2- Program Target Area

The program will target businesses located within the City Limits of Fort Scott, Kansas. The owner(s) of the business is/are not required to reside within Fort Scott City Limits.

Section 3- Program Strategy

The program strategy is to promote small business activity for the target areas through a one-time grant to applicants. The grant will be on a reimbursement basis, unless the business applicant cannot begin, retain, or expand their business without the grant dollars up-front. In the scenario of grant dollars requested up-front, the applications will be considered on a case-by-case basis by the Fort Scott City Commission.

1. The City will provide grants of \$1 - \$10,000 to applicants in need of one or more of the following eligible expenses:
 - a. Cost related to expansion, purchase, or lease
 - b. Renovation costs (sheetrock, flooring, painting, etc.)
 - c. Façade and minor roof repairs (painting, sealing, etc.)
 - d. Inventory costs (other than office supplies, etc.)
 - e. Equipment cost (miscellaneous equipment, etc.)
 - f. Marketing (webpage, signage, etc.)
 - g. Increasing part-time employees to full-time employees
 - h. Home Businesses registered with the State of Kansas will be considered eligible on a case-by-case basis
 - i. If the requested expense is not on the list above, the expense will be reviewed and considered on a case-by-case basis

2. Grant applications that will be denied:
 - a. Liquor stores
 - b. Bars and establishments that sell alcohol with less than 50% in food sales
3. Fort Scott Goals:
 - a. Encourage entrepreneurship
 - b. Helps stimulate growth and new investment
 - c. Helps with small business/neighborhood vitality
 - d. To promote local businesses staying local

The City of Fort Scott will make every effort to market the program online and through partnering organizations.

Section 4- Program Funding Source

The City of Fort Scott will allocate a designated amount to the City of Fort Scott Small Business Grant Incentive Program Fund in an amount to be determined annually by the Fort Scott City Commission. For 2025, \$15,000 will be allocated per Calendar Year Quarter to the Fort Scott Small Business Grant Incentive Program Fund. If grant dollars are not exhausted at the end of each Calendar Year Quarter, they will roll over to the next Quarter in addition to that Quarters' \$15,000. A match of 25% of eligible expenses will be required, eligible expenses purchased up to 6 months prior to the grant application along with their receipts will be evaluated as qualifying toward the match.

Section 5- Program Application Procedure

1. Obtain an application & program guide from the City of Fort Scott website or by coming to City Hall located at 123 S. Main Street in Fort Scott, Kansas 66701.
2. Submit a completed application and the following supporting documentation 31 days prior to the end of the application Quarter to City Hall (c/o Mary Wyatt, Planning, Housing, & Business Development Director) located at 123 S. Main Street in Fort Scott, Kansas 66701, mwyatt@fscity.org.
 - a. Business Plan with a clear & detailed description of the project/business.
 - b. Cash flow projections and/or a detailed budget that show financial sustainability long-term.

- c. A detailed one-page business summary of how the grant is to fill a gap in financing.
 - d. Documentation of the requested eligible items with pricing & receipts (unless grant funding is needed prior to purchase of eligible expenses, then receipts are not required).
 - e. Project timeline.
 - f. Timeframe & plan for reporting project success to City Commission.
- 3. Applications & required documentation will be reviewed for compliance by Planning, Housing, & Business Development Director Mary Wyatt.
 - 4. Eligible applicants will be scheduled to present their project to the City Commission. If the applicant is requested to turn in more documentation, the applicant will be required to do so prior to project being added to City Commission agenda to present and review.
 - 5. The City of Fort Scott reserves the right to request additional information, make additional stipulations, and/or deny the application.
 - 6. The City of Fort Scott reserves the right to review and make changes to the program as needed.

Section 6- Program Approval and Award

The Planning, Housing, and Business Development Department will review the applications along with required supporting documentation. Completed project applications will be added to the City Commission agenda for presentation by applicant at the end of each Quarter. Applications will be reviewed by the City Commission and scored according to Exhibit B matrix system based upon Exhibit C scoring rubric and will determine project success based upon Exhibit D scoring rubric.

Section 7- Program reporting

Applicants that are awarded a grant are required to report project results 12 months after the date that the grant is received. Applicant will submit project results to Mary Wyatt, Planning, Housing, & Business Development Director, located at 123 S. Main Street in Fort Scott, Kansas 66701, mwyatt@fscity.org. Attached project success evaluation rubric (Exhibit D) will be used by the Fort Scott City Commission to determine individual project success.

EXHIBIT A

Small Business Grant Application

Date: _____

Name: _____ Phone: _____

Company Name: _____

Mailing Address: _____

Business Inception Date: _____

Type of Business: A. _____ Retail B. _____ Office C. _____ Manufacturing

D. _____ Other

If other, please describe: _____

Requested Grant Amount (\$1-\$10,000): _____

Applicant:

By Signing below, the applicant agrees to adhere to all procedures of the Fort Scott Small Business Grant Incentive Program:

Submitted by: _____

Print Name

Signature

Date

Do not write below this line- For Office Use Only

Date Application came into the office: _____

Application completed in full and all documentation is attached: Yes _____ No _____

Staff Initials: _____

Exhibit B

Point Matrix

Score Range and Potential Grant Eligibility: Maximum points allowed are 20. The grant amount awarded is directly tied to business need & growth.

0 – 11 points = 0% of Grant Fund Request

12 - 15 points = 50% of Grant Fund Request

16 - 20 points = 100% of Grant Fund Request

City of Fort Scott Small Business Grant Incentive Program Rubric

	5 APPLICATION POINTS	3 APPLICATION POINTS	1 APPLICATION POINT	SCORE	COMMENTS
USE OF FUNDS	Applicant provides receipts for eligible expenses (reimbursement-based grant applicant).	Applicant requests grant funds up front (not reimbursement based / no receipts for review).	Applicant is a licensed home-based business that is requesting grant funds.		
MATCHING FUNDS	Applicant provides a match of 25% of the grant request amount.	Applicant provides a match of 20% of the grant request amount.	Applicant provides a match of 15% of the grant request amount.		
PROJECT TIMELINE & SUCCESS EVALUATION	Applicant provides a project completion & evaluation timeline projection of within 6 months of grant award.	Applicant provides a project completion & evaluation timeline projection of within 9 months of grant award.	Applicant provides a project completion & evaluation timeline projection of within 12 months of grant award.		
BUSINESS & ECONOMIC GROWTH	Applicant shows proof of business growth by creating new jobs.	Applicant shows proof of business growth by increasing facility square footage size or by increasing revenue, but no jobs added.	Applicant provides documentation showing that regulatory changes in their business have created the need for grant funds to retain their current business.		

City of Fort Scott Small Business Grant Incentive Program Success Evaluation Rubric

	SUCCESS	FAIL	COMMENTS
USE OF FUNDS	Grant recipient shows that expenses awarded were used as recipient stated in application.	Grant recipient did not use grant funds for expenses they stated in application.	
COMMUNICATION & TRANSPARENCY	Grant recipient maintained transparency with the City of Fort Scott and communicated effectively throughout project evaluation.	Grant recipient did not maintain transparency with the City of Fort Scott or communicate effectively throughout project evaluation.	
PROJECT TIMELINE	Grant recipient completed project in the amount of time stated in their application.	Grant recipient did not complete project in the amount of time stated in their application.	
BUSINESS & ECONOMIC GROWTH	Grant recipient retained business growth projected in their grant application.	Grant recipient did not retain business growth projected in their grant application.	